

### **Rule 1001-3**

#### **PRIVACY POLICY REGARDING PUBLIC ACCESS TO ELECTRONIC CASE FILES**

(a) In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from documents and pleadings filed with the Court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court or required by statute, the Federal Rules of Bankruptcy Procedure or the Official Bankruptcy Forms. This rule does not apply to the petition, schedules, statement of financial affairs, or other documents which are part of the Official Bankruptcy Forms, as these documents have been amended to comply with the Judicial Conference Privacy Policy. This rule does apply to:

(1) Social Security numbers. If an individual's Social Security number must be included in a pleading, only the last four digits of that number should be used.

(2) Names of minor children. If the involvement of a minor child must be mentioned, only the initials of that child should be used.

(3) Dates of birth. If an individual's date of birth must be included in a pleading, only the year should be used.

(4) Financial account numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used.

(b) In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal. This document shall be retained by the Court as part of the record. The party shall also file a redacted copy for the electronic case file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review the document for compliance with this rule.

---

*Notes of Advisory Committee*

***2004 Amendment***

This amendment serves as guidance for implementing the Judicial Conference Privacy Policy and the E-Government Act of 2002.